



THE WINDSOR FOREST COLLEGES GROUP CORPORATION BOARD OF GOVERNORS

MINUTES OF A MEETING OF THE BOARD OF GOVERNORS OF THE CORPORATION OF THE WINDSOR FOREST COLLEGES GROUP

HELD AT LANGLEY COLLEGE ON WEDNESDAY, 12 DECEMBER 2018

		<u>Meetings Attendance</u>
PRESENT:	Tony Dixon (Chair)	(2 out of 2)
	Kate Webb (Group Principal & Chief Executive)	(2 out of 2)
	David Knowles-Leak	(2 out of 2)
	Stuart Taylor	(2 out of 2)
	Ken Lamb	(2 out of 2)
	Anthony Haines	(2 out of 2)
	Martin Pritchett	(2 out of 2)
	Peter Tyndale	(2 out of 2)
	Rob Lewis (from 6.15pm)	(2 out of 2)
	Arden Bhattacharya	(2 out of 2)
	Kiran Virdee	(2 out of 2)
	Jo Classick	(1 out of 2)
	Gill Briggs	(1 out of 2)
	Tina Coates (from 6.30pm)	(1 out of 2)
	Daljit Bains	(2 out of 2)
Luke Withers	(2 out of 2)	
Amber Ollington	(2 out of 2)	
Joseph Critcher	(1 out of 1)	
IN ATTENDANCE:	Graham Try (Deputy CEO)	
	Rowan Cookson (Principal)	
CLERK:	Lynn Payne	(2 out of 2)

PART I

<u>MINUTE NO.</u>		<u>ACTION</u>
	The meeting started at 6pm.	
	The Chair of the Board welcomed everyone to the meeting.	
1.	<u>Health & Safety Housekeeping</u> The Group Principal & Chief Executive advised Members of the fire exit and protocols.	
2.	<u>Ratification of Student Governor</u> The appointment of student governor, Joseph Critcher, was approved.	
3.	<u>Presentation on Self Assessment Report & Ofsted – The Quality Priorities of the College Group</u> There was a presentation from the Principal on the College Self Assessment Report and Ofsted, covering the quality priorities of the College Group. The Principal advised Members that many changes and improvements had been made in the last year, but more needed to be done. The draft SAR had been rigorously challenged and scrutinised at the Quality & Curriculum Committee meeting in November. Members recognised more needed to be done and some curriculum areas were still RI. Members were pleased to note	

**MINUTE
NO.**

ACTION

improvements in value added and discussed the overall proposed grade was supported, but was not a very strong 2.

The Principal went through the areas in the QIP where there were actions. These were discussed. The Chair of the Board said this item would be on all Board agendas. Members commended the level of detail in the QIP. There was challenge about English & maths improvements at Langley. The Principal acknowledged the improvements made and, although the College had performed above national averages, more work was ongoing. The Chair thanked the Principal for her presentation.

4. Apologies for Absence

Apologies had been received from Angela Wellings.

5. Declarations of Interest

There were no declarations of interest.

6. Minutes of the Previous Meeting held on 3 October 2018

The Minutes of the previous meeting held on 3 October 2018, having been previously sent to members, were agreed as a true record and signed by the Chair.

All Members were agreed.

7. Matters Arising from the Minutes of the Previous Meeting held on 3 October 2018

It was noted that there were no matters arising.

8. College Headlines

This item was presented by the Group Principal. Members were informed of the performance against high level targets. Members noted the outcomes for students in the last academic year and the target performance for this academic year, together with the statistics on student recruitment for the last academic year and target performance for student recruitment in this year.

Members also noted the summary headline report on Teaching and Learning, which had been requested by the Chair to supplement the very detailed reports scrutinised by the Quality 7 Curriculum Committee. It was noted that 72.2% of Lesson Observations had taken place, to date. The Group Principal said that as well as Lesson Observations, 39 Learning Walks had been undertaken and 73 Peer Observations done by 71 teachers. She also advised that teachers who delivered lessons that did not meet expectations were subject to a supportive improvement process and then re-observed. Members noted the areas of best practice identified across the 3 Colleges and the areas of development identified.

The report was noted.

9. Strategic Plan

a. 2018/19 Annual Strategic Plan Update

This item was presented by the Group Principal. Members were briefly updated, on the College's 2018/19 annual strategic plan, as this had been covered by the Principal in her presentation at the start of the meeting.

The report was noted.

b. Risk Management Action Plan 2018/19 Update

This item was presented by the Group Principal. Members were advised that the annual updated Risk Register of all key risks had been considered by the Board at its meeting on 3 October 2018. Members noted the high risks summarised in the appendices. The Group Principal went through the current high risks relating to:

- a) Overspending the 2018/19 budget and the risk of breaking loan covenants.
- b) Meeting learner number targets
- c) External funding risks, including Brexit and pension increases
- d) Failure to improve the College's Ofsted rating to "Good"
- e) The Safeguarding Action Plan and Prevent Action Plan being in place
- f) Failure to implement the Property Strategy
- g) Reputation risk

In relation to reputation risk the Group Principal reminded Members that the College's marketing service had been outsourced in order to target increases in learner numbers and it was hoped that this would positively affect enrolments in 2019/20.

The report was noted.

c. Enrolment, Funding and Growth 2017/18

This item was presented by the Group Principal. Members were updated on the latest enrolment figures against all income streams. The Group Principal presented the learner number headcount across the various areas as at 3 December 2018 and advised that although the numbers had changed slightly the message was the same, that 16-18 enrolments were 198 down.

The report was discussed in detail and noted.

d. Partnership Update

The Group Principal advised Members of the latest progress of the College's ESF Project (European Social Fund) and referred to a new apprenticeship sub-contracting opportunity. Members were asked to agree the appointment of Alan Hester Associates to deliver Team Building Apprenticeship at Level 3 and Operations Management at Level 5. The Group Principal referred to the ongoing successful relationship with this sub-contractor.

Members approved the sub-contracting with Alan Hester Associates.

10. Reports from the Quality & Curriculum Committee

a. Draft Minutes of the Quality & Curriculum Committee Meeting of 14 November 2018 and Oral Report from the Chair

i. To note the Minutes

Members noted the draft minutes of the meeting of 14 November 2018. The Chair of the Committee, referred to the key items considered by the Committee.

ii. To Approve/Consider Recommendations referred to the Board

The recommendations from the Committee would be considered as separate agenda items.

b. 2018/19 Quality Improvement Plan

The Principal went through the 2018/19 Quality Improvement Plan. She advised Members that all curriculum and support department Self-Assessment Reports, would be reviewed and grading agreed, for performance in 2017/18 and improvement actions for 2018/19. It was noted the improvement plans would be reviewed in February 2019 and assessment against planned improvement completed then.

The 2018/19 Quality Improvement Plan and report were noted.

c. Draft Self Assessment Report

The Principal had gone through the draft Self Assessment Report for TWFCG at the start of the meeting.

The draft Self Assessment report was approved.

d. Student Achievement Report 2018/19

The Principal informed Members of the latest indications of student performance. This included areas of student performance that might be at risk of performing below expectation for members to challenge and enable mitigation and interventions to be put in place.

The report was noted.

e. Annual Report of Complaints

The Principal highlighted the key points of the annual report of complaints for the last academic year.

The report was noted.

f. Annual Safeguarding Report

The Principal presented the annual Safeguarding report advising Members that the College was fully compliant with the latest safeguarding and child protection legislation. She updated members on the safeguarding issues dealt with during the past academic year.

The report was noted.

g. Safeguarding & Child Protection Policy & Procedure

Members were asked to approve the Safeguarding & Child Protection Policy and Safeguarding Procedures for 2018/19, as recommended by the Quality & Curriculum Committee.

Members agreed the Safeguarding & Child Protection Policy and Safeguarding Procedures for 2018/19.

h. Strategic College Improvement Fund

The Group Principal advised Members of the College's successful bid for improvement money from the Strategic College Improvement Fund (SCIF). She advised the SCIF was part of a package of measures announced in 2018 by the Department for Education. She said College's rated "Requires Improvement" or "Inadequate" overall, or for their Apprenticeship provision were able to apply for grants between £50,000 and £250,000. She confirmed the College was successful in securing £122,315 to fund 2 projects. The first was to develop curriculum management and leadership capacity through a knowledge exchange programme and external support for Lesson Observation.

The report was noted.

There was a detailed discussion on mental health issues and the need to put in more support to cover these. The Group Principal explained how the College was not funded for mental health support and often struggled with who to refer students to as the skills and resources were not on site. She confirmed that she would be looking extensively to focus on who could provide help at the College and all options would be considered. The Student Governor, Joseph Critcher, said at Union meetings we are trying to take the stigma away from mental health at Windsor. He talked about "Headspace" as a support group that offered guided mediation, which he personally had used and found helped him. Student Governor, Amber Ollington, said that their Student Union also looked at making links with charities to help with stress and anxiety. The Group Principal said she would invite the Student Union from all Colleges to the mental health group so they could be involved in her efforts to consider what best of the options to link to support students in this most important area.

**Group
Principal**

11. Reports from the Audit Committee

a. Draft Minutes of the Audit Committee Meeting of 27 November 2018 and Oral Report from the Chair

i. To note the Minutes

Members noted the draft minutes of the meeting of 27 November 2018. The Chair of the Committee, referred to the key items considered by the Committee.

ii. To Approve/Consider Recommendations Referred to the Board

All recommendations would be considered as separate agenda items.

b. Annual Report of the Audit Committee

This item was presented by the Chair of the Audit Committee. He went through the report of the Audit Committee and it was approved.

All Members were agreed

c. Internal Audit Services Plan 2018/19

Members were asked to consider the draft internal audit plan for 2018/19, recommended by the Audit Committee. **This was approved.**

d. Whistleblowing Policy & Procedure

Members were asked to adopt and agree the Whistleblowing Policy & Procedure, It was noted the Policy had been based on the AoC model April 2018.

All Members were agreed.

e. Post External Audit Management Letter & Financial Statements

This item was presented by the Deputy CEO. Members were asked to consider the External Auditors Post-Audit Management Letter and 2017/18 Financial Statements for TWFCG. The Deputy CEO went through the financial statements in detail and Members noted that these were recommended to the Board from both the Audit Committee and the Resources Committee.

The External Auditors Post Audit Management Letter and 2017/18 Financial Statements were approved.

12. Reports from the Resources Committee

a. Draft Minutes of the Resources Committee Meeting of 5 December 2018 and Oral Report from the Chair

i. To note the Minutes

Members noted the draft minutes of the meeting of 5 December 2018. The Chair of the Committee, referred to the key items considered by the Committee.

ii. To Approve/Consider Recommendations Referred to the Board

All recommendations from the Resources Committee in this meeting would be covered under separate agenda items.

b. Period 3 Management Accounts 2018/19

The Deputy CEO went through the Management Accounts and these were noted.

c. Report & Financial Statements for the Year Ended 31 July 2018

These were approved and had been considered earlier in the agenda.

d. Annual Human Resources Report 2017/18

The Deputy CEO advised Members on the activities within the HR function during 2017/18.

The report was noted.

e. Health & Safety Annual report 2017/18

The Deputy CEO advised Members on the health & safety performance during the past academic year.

The report was noted.

f. Health & Safety Autumn Term Report 2018/19 and Health & Safety Policy 2018/19

The Deputy CEO went through the report on health & safety performance for the term. Members were asked to approve the Health & Safety Policy for 2018/19.

All Members were agreed.

13. Governance

a. Corporation Business

The Clerk presented her report, which was noted.

b. Approval of Application of Seal

The report was noted.

c. Governor Privacy Notice

Members noted and approved the Privacy Notice for Governors.

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NO.

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d. Committee Self Assessments

Members noted the annual self assessments from the committees. The Clerk presented the overall performance indicators of the Corporation, informed by the work of the Committees.

Members agreed the report.

Members noted the Committee Terms of Reference that had been reviewed by all of the respective Committees and their compliance agreed.

The Terms of Reference were approved.

14. Review of Decisions Taken at the Meeting and Proposals for Communication.

This item was presented by the Group Principal, who informed members that the decisions and discussions of the meeting, would be communicated in the normal way.

15. Evaluation of Meeting

Members were pleased to complete an evaluation of the meeting, highlighting where they felt they had added value and made appropriate challenge.

16. Dates and Times of Future Meetings and Events

The dates and times of future meetings were noted.

Scheduled for 6.00 pm on: Wednesday, 13 March 2018 at Langley College
Wednesday, 15 May 2017 at Langley College
Wednesday, 3 July at Langley College

Governance Development Day: 9.30am-12.30pm on: Friday, 18 January 2018
Friday, 10 May 2017

17. Any Urgent Business

No urgent business was raised.

The meeting ended at 7.10pm

At this stage of the meeting, it was agreed by all members present that matters of a private and confidential nature were to be discussed and had there been any members of the public present they would have been asked to leave the meeting.